

MOST IMMEDIATE

No.1(I)/12/2022/D(Ceremonials)  
Government of India  
Ministry of Defence

New Delhi, the      October, 2022.

To

Secretary to the President  
Secretary to the Vice-President  
Secretary to the Prime Minister  
Secretary (Coord), Cabinet Secretariat  
Secretary General, Rajya Sabha Sectt.  
Secretary General, Lok Sabha Sectt.  
Secretaries, All Ministries/Departments of the Govt. of India  
Member Secretary, NitiAyog  
Secretary, Election Commission of India  
Secretary General, National Human Rights Commission  
Secretary, Union Public Service Commission  
Secretary, Central Vigilance Commission  
Secretary, Central Information Commission  
Chairman, University Grants Commission  
Registrar (Admin), Supreme Court of India  
Registrar (Admin), High Court of Delhi  
Deputy Comptroller & Auditor General of India  
Deputy National Security Adviser

**Subject: - Republic Day Celebrations, 2023 - Issue of invitation cards.**

Sir/Madam,

As in the past, admission to the seating enclosures for Republic Day Parade and the Beating Retreat Ceremony, 2023 will be regulated partly through Invitation Cards/Admit Cards and partly through priced tickets. Invitation/admit cards will be issued only to the entitled categories. Invitation/admit cardholders will be allowed to bring children below 10 years of age, who will be seated in front on carpets. Invitation Cards are proposed to be issued through on-line (e-invitation).

2. In this regard, a dedicated Web Portal is being developed and the user details of invitees will be uploaded in the enclosed templates by the respective Nodal Officers appointed by the Ministries/Departments/Organisations. The login details of the Nodal Officers will be provided after receiving the Name and other particulars of the Nodal Officers, which have already been requested vide this office email dated 29.09.2022. After creating the user profiles of the Nodal Officers on the E-Invitation Web Portal, proper training sessions (Online/Physical) will be conducted to make the Nodal Officers aware about their role and functionality of the web portal.

3. The entitlement and procedure for issue of Invitation Cards is as under:-

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## REPUBLIC DAY PARADE

4. For the Republic day Parade, 2023 invitation cards will be issued to all officers of the rank of Under Secretary and above and equivalents in the Government Offices through E-Invitation Portal. A limited number of Admit cards are proposed to be issued for staff too. The soft copy of the lists of officers from Under Secretary level and above may be prepared by the respective Nodal Officer(s) appointed by the Ministries/Departments/Organizations, in the enclosed excel template (Annexure 'A'), which will be uploaded in the web portal by respective Nodal Officers after receiving the user credentials and training for operating the web portal. Ministry/Department may request through e-mail ([invitationcell-mod@gov.in](mailto:invitationcell-mod@gov.in)) for specified number of Admit cards for issuance to their appropriate staff.

## BEATING RETREAT CEREMONY

5. The Beating Retreat Ceremony, 2023 will be held on 28<sup>th</sup> and 29<sup>th</sup> January. Invitation cards for the main show on the 29<sup>th</sup> January, 2023 will be issued to the dignitaries figuring in the Warrant/Table of Precedence issued by MHA, Officers of the rank of Directors and above in the Ministries/Deptts. of the Central Government, Brigadiers and above and equivalents in the Services and the dignitaries next to the Heads of Missions and Military Attaches in the Foreign Missions in India. For the 28<sup>th</sup> January show, officers of the rank of Deputy Secretary in the Ministries/Deptts of the Govt. of India/Colonel and equivalents in the Services will be invited in addition to the Ticket holders. Officers in attached/subordinate offices and other Govt. offices of the equivalent rank of Directors in Central Ministries would also be issued Invitation Cards for 28<sup>th</sup> January.

## Officers in the Public Sector Undertakings/Companies/Autonomous Bodies including Nationalised Banks located in Delhi.

6. Invitation for the Republic day Parade will be issued only to senior executives of the Public Sector Undertakings/Companies/ Autonomous Bodies etc. stationed in Delhi. The soft copy of the officers' details may be prepared by the respective Nodal Officer(s) appointed by the Ministries/Departments/Organizations, in the enclosed excel template (Annexure 'B'), which will be uploaded in the web portal by respective Nodal Officers after receiving the user credentials and training for operating the web portal. In general, officers equivalent in status to that of Deputy Secretary to the Govt. of India and above only will be entitled to the Invitation cards. The responsibility to ensure that the officers whose names are being uploaded in the web portal are equivalent to Deputy Secretaries and above lies with the Nodal Officer of the sponsoring Ministry.

7. For the Beating Retreat Ceremony, invitation will be restricted only to the Chairman/Managing Directors and members of the Board of directors of the Public Sector Undertakings/Companies located in Delhi for the actual show on 29<sup>th</sup> January, 2023. For others, the invitation can be given for the show on 28<sup>th</sup> January, 2023 on request.

8. Officers of the Public Sector Undertakings etc. not located in Delhi are not eligible to be invited. However, invitation to the visiting officers of the Public Sector Undertakings located outside Delhi may be extended by the Nodal Officer of the Sponsoring ministry/Department only after approval of the concerned Joint Secretary of the Ministry/Department.

#### **Committees and Commissions under the Central Govt.**

9. Chairmen and members of the Commissions/Committees functioning under Ministries are also entitled to the invitation cards in accordance with their status. The soft copy of their particulars may be prepared by the respective Nodal Officer(s) appointed by the Ministries/Departments/Organizations, in the enclosed excel template (Annexure 'C'), which will be uploaded in the web portal by respective Nodal Officers after receiving the user credentials and training for operating the web portal.

#### **Office bearers of Staff Councils**

10. The President and the Secretaries of the Staff Councils (Not of Associations) are also entitled to the invitation cards for the Republic Day Parade. The soft copy of their particulars is required to be shared in the enclosed Excel Format only (Appendix 'D').

#### **Earmarked/reserved seats**

11. It may please be noted that officers figuring in the Warrant/Table of Precedence down to Article 22 opting to sit on the south side will be provided earmarked seats subject to receipt of their willingness to attend the function by 5.00 p.m. on 23<sup>rd</sup> January in respect of Republic Day Parade and by 5.00 p.m. on 27<sup>th</sup> January in respect of Beating Retreat Ceremony. If no such confirmation is received by the stipulated date/time, no earmarked seat will be provided and the officers will have to occupy unreserved seats in the sub-block meant for them. All other officers will be provided unreserved seats. The officers opting to sit on the North side will be provided unreserved seats in the sub-block meant for them. For officers of the rank of Joint Secretary to the Govt. of India/Maj Gen and equivalent, 50% seats will be on the North Side and 50% on the South Side. The lists may be adjusted accordingly.

#### **Last date for uploading of users/lists in Web Portal by Nodal Officers**

12. The window for uploading the user data in the web portal will be opened for 10 days after assigning the user credentials and training to the Nodal Officers, which may be extended for another 7 days only with the due approval of the concerned Secretary of the Ministry/Department or Head of the Organization as the case may be.

While compiling the list, the following points may please be taken special note of :-

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- (i) A consolidated list keeping view of hierarchy in the organization/Deptt/Ministry of officers of the rank of Under Secretary and above, should be prepared as per the respective Excel Templates / Formats enclosed.
- (ii) The name of the Ministry/Deptt./Office should be indicated in each communication sent through e-mail (invitationcell-mod@gov.in).
- (iii) The names of the entitled officials working as the personal staff of the Ministers/State Ministers/Deputy Ministers may also be included in the lists.
- (iv) It may please be noted that this Ministry may not be in a position to issue invitation cards against those invitees in the lists, whose details are not provided as per the respective enclosed templates.

13. The details for issue of **Admit cards** may be sent to OSD (Invitation) in the Ministry of Defence by 25<sup>th</sup> December, 2022 positively.

#### Officers of PSUs/Lower formations etc.

14. The contents of this letter may be brought to the notice of their attached and subordinate offices by respective Ministries/Deptts. The details of officials from Attached/Subordinate offices should invariably be uploaded through the Ministries/Deptts. concerned. Separate lists (in the respective Excel Templates as mentioned above) should be prepared in respect of the officers in the Public Sector Undertakings/Companies and Nationalised Banks etc. located in Delhi by the Ministries/Departments concerned only. Any physical lists of such organisations received directly will not be considered.

#### Foreign Guests

15. Some important dignitaries/officers of the Foreign Govts. may be visiting Delhi at the time of the Republic Day as guests of Central Ministries/Deptts. and may like to witness the Republic Day Parade/Beating Retreat Ceremony. The request for issue of invitation cards for those foreign dignitaries/officers should be forwarded to this Ministry through the Ministry of External Affairs (Protocol Division). Invitation cards appropriate to the rank/status of the visitors will be issued by the Ministry of Defence as per the advice of Ministry of External Affairs (Protocol). Such requests received in the Ministry of Defence otherwise than through the Ministry of External Affairs will not be considered.

#### Supplementary lists

16. It has been observed that numerous supplementary lists are sent by the Ministries and other offices till the last moment. This results in avoidable additional

work on the part of this Ministry and consequent delay in issue of Invitation Cards. It may, therefore, please be ensured that supplementary lists, with complete information in the respective Excel Template, are furnished to **OSD(Invitation), Ministry of Defence in one lot latest by 25<sup>th</sup> December, 2022.** This Ministry may not be in a position to take any action on the lists received thereafter. A decision regarding inclusion of the name of an officer in the supplementary lists should be taken in the light of the appointment that he is expected to hold on 26.01.2023.

17. It has also been observed that some supplementary lists are received from the Ministries/Depts. Containing names etc. Of officers who join the Ministries/Depts. After the earlier list were forwarded by them. For such cases, a provision is being designed in the Web Portal for the Nodal Officer to upload the details of new incumbent for issuance of invitation card even after submission of previous data. This window for adding new user detail will be in operation till 20.01.2023. In the case of transfer of official(s), the Invitation Card(s) in respect of the officer(s) who have been transferred out of Delhi should invariably be intimated to the OSD (Invitation), Ministry of Defence by email ([invitationcell-mod@gov.in](mailto:invitationcell-mod@gov.in)).

18. Separate instructions will be issued regarding sale of tickets in due course.

#### **NODAL OFFICER FOR EACH MINISTRY**

19. To obtain / manage the data by Ministry of Defence (MoD) in respect of invitees of various Ministries/Departments/Organizations, the Nodal Officers appointed by the Ministries/Departments and their Attached / Subordinate Organizations play an important role. Accordingly, it has already been requested vide this office email dated 29.09.2022 that Nodal Officer(s) may be appointed with immediate effect and their details may be forwarded in the prescribed excel format. (Copy of the said email is enclosed for reference)

20. All correspondences/mail regarding issue of invitation cards in connection with the Republic Day Celebrations and Beating the Retreat Ceremony should be addressed to OSD(Invitation), Ministry of Defence, Opposite Canara Bank, South Block, New Delhi. It would be appreciated if the communication is preferably sent through email on [invitationcell-mod@gov.in](mailto:invitationcell-mod@gov.in).

Yours faithfully,

  
(M P Gupta)  
Director(Ceremonials)

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Copy to :-

MEA(Procotol-III) - w.r.t. para 12 above.

D(Est.I/Gp.I), MOD - For necessary action in r/o officers of the Ministry of Defence Sectt. Including Def(Finance), Defence Production & Ex-Servicemen Welfare.

CAO(Coord), MOD - For necessary action regarding civilian officers of Service HQrs. and Inter-Service Organisations located in Delhi/New Delhi.

Dte. of PI, DRDO HQ., DRDO Bhavan.Armed Forces Tribunal, Principal Bench.

Army HQrs/DDG(Cer)	For necessary action in regard to service
Naval HQrs/DDPS(SC)	Officers of lower formations located in
Air HQrs./DD Org(Cer)	Delhi/New Delhi.
HQrs. IDS/Dir(Adm. &Coord)	
DG CG, DG QA, DG AQA,	
DG BR, DG NCC, DG DE	

Copy also to : OSD (Invitation), MoD .

**Annexure - "A"**

**(In respect of Under Secretaries and above in Ministries / Deptt.)**

Sl No.	*ID No./ Emp ID	*Salutation	*Name (With Decorati ons)	#Designati on	#Pay Level	Basic Pay (₹)	*Mobile No.	*Email ID	#Marrital Status	Official address showing the place of posting	Residenti al Address	Would opt to sit on North or South of Rajpath	Remarks, if any

**Instructions**

**(In respect of Under Secretaries and above in Ministries / Deptt.)**

*	Information- <u>Must to have.</u>	Without this information passes will not be assigned.
#	Information- <u>Good to have.</u>	<p>This information is required to assign the passes, like-</p> <ol style="list-style-type: none"> <li>1. To whom the passes should be assigned</li> <li>2. Which enclosure needs to be assigned based on the designation/pay level</li> </ol>

## Annexure - B

## (In respect of Public Sector Undertakings/Autonomous Bodies located in Delhi)

Sl No.	*ID No./ Emp ID	*Salutation	*Name (With Decorati on)	**Design ation	**Status of officer as equivalent to officers in the Administrati ve Ministry concerned	**Pay Level	Basic Pay ₹	*Mobile No.	*Email ID	**Marital Status	Official address showing the place of posting	Residenti al Address	Would opt to sit on North or South of Rajpath	Remarks, if any

## Instructions

## (In respect of Public Sector Undertakings/Autonomous Bodies located in Delhi)

\* Information- Must to have. Without this information passes will not be assigned.

\*\* Information- Good to have. This information is required to assign the passes, like-

1. To whom the passes should be assigned
2. Which enclosure needs to be assigned based on the designation/pay level



Annexure - "C"

(In respect of Courts, Chairman and Members of the Commissions/Committees)

SJ No.	*ID No./Emp ID	*Salutation	*Name (With Decoration)	**Designation	**Status of officer as equivalent to officers in the Administrative Ministry concerned	Whether mentioned in the Table of Precedence	**Pay Level	Basic Pay ₹	*Mobile No.	*Email ID	**Marital Status	Official address showing the place of posting	Residential Address	Would opt to sit on North or South of Rajpath	Remarks, if any

(In respect of Courts, Chairman and Members of the Commissions/Committees)

*	Information- <u>Must to have.</u>	Without this information passes will not be assigned.
**	Information- <u>Good to have.</u>	<p>This information is required to assign the passes, like-</p> <ol style="list-style-type: none"> <li>To whom the passes should be assigned</li> <li>Which enclosure needs to be assigned based on the designation/pay level</li> </ol>

## Annexure - "D"

### (In respect of Others & Guests)

Sl No.	*Salutation	*Name	*Mobile No.	*Email ID	*Nationality	*Govt. ID Number (Aadhar/DL/Voter/etc.)	Residential Address	Remarks, if any

### Instructions

#### (In respect of Others & Guests)

*	Information- <u>Must to have:</u>	Without this information, passes will not be assigned.
		For Nationality other than Indians, Guests/Invitees should approach Invitation Cell, MoD <<invitationcell-mod@gov.in>> with MEA clearance and Departmental recommendation.
		Guest Passes are issued to an individual only. Spouse, if any, will be assigned a separate entry/pass.